

PART 2024 - PROPERTY AND SUPPLY

Subpart B - Identification Cards and
Other Government Property Items

§2024.51 General.

This subpart gives procedures for issuing, accounting for, and returning U.S. Department of Agriculture (USDA) identification (ID) cards and other items, and for obtaining clearance for them before final salary payment to an employee.

§§2024.52 - 2024.53 (Reserved)

§2024.54 Form AD-1030, "USDA Photographic Identification Card."

The Director, General Services Staff (GSS), National Office, will issue and sign Form AD-1030 for new National Office employees, State Directors, and the Assistant Administrator, Finance Office. GSS will keep a record of all cards issued on Form RD 2024-5, "Identification Card Roster." (Revised 02-19-92, PN 182.)

§§2024.55 - 2024.56 (Reserved)

§2024.57 Form AD-53, "USDA Photographic Identification Card."

The Director, GSS, will give a supply of numbered Forms AD-53 to State Directors for the employees in their areas of responsibility. They will sign the forms after the new employees have completed, attached their pictures, and signed the form. GSS will keep a record of all cards given to issuing officers. Issuing officers will record the card number and employee's name on Form RD 2024-5. (Revised 02-19-92, PN 182.)

§§2024.58 - 2024.69 (Reserved)

§2024.70 Name and signature.

Include the official payroll name and signature on all forms.

§§2024.71 - 2024.72 (Reserved)

§2024.73 Loss.

A cardholder shall promptly report to the issuing office the loss of any ID card issued to him/her.

§§2024.74 - 2024.75 (Reserved)

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§2024.76 Return.

- (a) Employees leaving FmHA. Employees who leave FmHA shall return all ID cards to the issuing office. The issuing office will destroy the cards, noting the date of their return and destruction on Form FmHA 2024-5.
- (b) Employees going on leave without pay. Employees going on leave without pay for more than 60 calendar days will return their ID cards to the issuing office, where the return will be noted on Form RD 2024-5.
- (c) Requests for return. Employees will return their ID cards when requested by the issuing office, where the return will be noted on Form RD 2024-5.
- (d) Damage. When an ID card is damaged or the employee's name changes, the cardholder will return the card to the issuing office for replacement, where the return and replacement will be noted on Form RD 2024-5.

§§2024.77 - 2024.78 (Reserved)

§2024.79 Responsibility.

- (a) ID cards. Issuing officers will keep ID cards in locked file cabinets.
- (b) Other items. An employee who leaves FmHA, or goes on leave without pay for more than 60 calendar days, must account for all items before receiving final pay. These items include, but are not limited to, the following:
 - (1) Cash receipt books. Use Form RD 451-1, "Acknowledgment of Cash Payment," issued by the FO according to RD Instruction 2024-C §2024.103(e). Unused receipts assigned by employees who transfer must be audited.
 - (2) Transportation requests. Use Standard Form 1169, "The United States of America Transportation Request," issued by the National Finance Center (NFC), New Orleans. Return unused transportation requests to NFC.
 - (3) Nonexpendable personal property. A custodian must use a PROP302, "Personal Property Physical Inventory Report," according to Exhibit D of RD Instruction 2024-H.
(Revised 02-19-92, PN 182.)

(5) Repossessed security property. The District Director will give a new County Supervisor, in writing, information about repossessed property in the custody of the County Supervisor according to RD Instruction 1962-A.

(6) Debt to the Government. General Accounting Office exceptions, advance funds for travel, moving, collections not sent, and charges for lost or damaged Government property, must be paid by the employee who owes it before they may receive their final salary payment. The debt must be paid by certified or cashier's check, money order, or bank draft payable to the Farmers Home Administration.

(7) Equipment and office supplies. Employees must return to their headquarters: All office keys, reference books, business equipment and other Government items.

§§2024.80 - 2024.81 (Reserved)

§2024.82 Clearances.

Use Form AD-139, "Final Salary Payment Report," to clear employees of accountability for ID cards, property, and other items.

(a) Exhibit A shows employees for whom the form is completed, the office which prepares the form, to whom the form is sent for clearance, who signs and dates the form, the number of copies needed, and who gets the original and copies.

(b) The official completing the form will show the number of each item being cleared in the space "Items Being Certified" to the left of the signature.

(c) Use Form RD 326-2, "Memorandum (For Official Use Only) - Investigation," when an employee's final salary must be withheld. Send copies of the form to the Finance Office in the last week of the person's employment.

(d) Employment officers will file completed originals and copies of Form AD-139 in the employee's official personnel folder. When all items are in the folder and the employee is cleared, employment officers will send personnel-separation papers, including Form AD-321-3, "Time and Attendance Report," to the NFC.

§§2024.83 - 2024.100 (Reserved)

Attachment: Exhibit A

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Exhibit A not automated see manual

